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UNITED STATES DEPARTMENT OF COMMERCE
National Bureau of Standards
Washington, D.C. 20234

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1976 September 28

MEMORANDUM FOR FIPS Points of Contact

From: Harry S. White, Jr. *Harry S. White Jr.*
Associate Director for ADP Standards

Subject: FIPS Task Group 22 - Word Processing

The Federal Information Processing Standards Coordinating and Advisory Committee approved a scope and program of work, at its August 5, 1976 meeting for the subject task group (copy attached). The purpose of this memorandum is to solicit nominations for members for Task Group 22.

The work of this task group is: to identify the extent to which ADP hardware, software, and systems are employed in Word Processing Systems; to identify those areas where they may be probable interfaces between Word Processing and ADP Systems; and to develop or recommend development of useful common standards.

The first technical working session of the task group is scheduled for 9:30 a.m. on November 17, 1976 in Room B255, Technology Building, NBS, Gaithersburg, Maryland. In view of this new work program, you are requested to consider your interests in these activities and nominate candidates for membership on this task group, if you have not already done so.

Please contact Mr. Victor Kehler, the task group Chairman, on (202) 756-1248 concerning any questions about the task group. Also, to assist in planning for the meeting, please send to Mr. Kehler the list of persons from your agency designated to participate on the task group and who will be attending the November 17, 1976 meeting. His mailing address is: Mr. Victor Kehler, Chairman of FIPS Task Group 22, U.S. Air Force (DAY), Room 302, Washington, D.C. 20330.

Your continued support of the Federal Information Processing Standards program is most appreciated.

Attachment



21 July 1976
McGreer
697-8632

PROPOSED OBJECTIVES, SCOPE, AND PROGRAM OF WORK FOR A PROPOSED TASK GROUP OF
THE FEDERAL INFORMATION PROCESSING COORDINATION AND ADVISORY COMMITTEE (FIPSCAC)

Scope:

To identify the extent to which ADP hardware, software, and systems are employed in Word Processing Systems, to identify those areas where they may be probable interfaces between Word Processing and ADP systems, and to develop or recommend development of useful common standards.

Program: (Not necessarily in priority sequence)

1. Develop, or participate in the development of, a common definition for Word Processing acceptable and useful to both communities.
2. Survey the Word Processing market and technology to identify those areas that would benefit from ADP or interface standards.
3. Identify existing applicable standards.
4. Identify ADP components (hardware, software, and systems) of current and future Word Processing systems.
5. Identify interfaces of Word Processing and ADP systems.
6. Develop criteria which can be utilized to pursue the development of pertinent standards.
7. Develop recommendations to FIPSCAC on proposed courses of action to develop pertinent standards.
8. Develop a time and event schedule/milestone chart to include reporting of status and plans to FIPSCAC at least quarterly.